



TOWN OF GROTON
173 Main Street
Groton, MA 01450

Community Preservation Committee
Daniel Emerson, Chair & Housing Authority
Robert DeGroot – Historical Commission
Bruce H. Easom – Conservation Commission
Anna Eliot – Park Commission
Tim Svarczkopf – Planning Board
Richard Hewitt - at large
Brooks Lyman - at large

MEETING MINUTES

Date: Monday, June 10, 2019
Time: 7:00 PM
Location: Town Hall, 1st Floor Meeting Room, 173 Main Street
Members Present: Daniel Emerson, Brooks Lyman, Robert DeGroot, Anna Eliot and Bruce H. Easom
Absent Members: Richard Hewitt

The meeting was called to order by Vice Chairperson, Daniel Emerson at 7:03 PM. The Committee welcomed Anna Eliot from the Parks Commission replacing Timothy Siok and thanked Carolyn Perkins, former CPC Chairperson for all of her work with the Committee.

FY2020 PROJECT KICK OFF MEETING

Packets containing information on the Public Procurement Guidelines from the Town Accountant were provided to Project Managers at the meeting.

Awarded funds for FY2020 CPA Projects may not be used until July 1st, 2019.

The Project Liaisons were assigned as follows:

2020-02 Historic Volumes Storage Cabinet – Robert DeGroot
2020-03 Conservation Fund FY20 – Bruce Easom
2020-06 1893 Historic Library Preservation – New Roofing System – Robert DeGroot
2020-10 Fitch's Bridge Wall Repair – Richard Hewitt
2020-12 Housing Coordinator FY20 – Daniel Emerson

Applicants will provide any project updates to their assigned liaisons.

Tom Delaney asked about whether certain equipment may be purchased instead of rented if the cost to do so is lower. Bruce Easom believes this is okay to do but will check with the Coalition. Brooks Lyman advised that Mr. Delaney check with the Town Manager also. Brief discussion ensued regarding current vendors used for projects involving Town Property.

2019-03 PRESCOTT SCHOOL SPRINKLER SYSTEM PROJECT

Mark Haddad signed the letter requesting to approve the change in Project Manager from him to Bruce Easom. Mr. Easom met with both Mr. Haddad and the Fire Chief to discuss the Prescott School Sprinkler System. They agreed that the project should be divided into two parts - design engineering and installation of the sprinkler system. The Fire Chief advised that as a task they should also add that the Fire Department both supervise the installation of the sprinkler system and provide sign off on the final installation. This will ensure that the completed work is in compliance with the current fire codes.

Mr. Easom also spoke to the Head of the Water and Sewer Department. They will be required to do a flow test for this project. It is recommended that the flow test be completed this month otherwise it will need to wait until the fall. If this is completed during the summertime it will stir up a lot of debris in the pipes.

Mr. Easom will reach out to some engineering companies and speak with Mr. Haddad regarding the Procurement procedures specific to the Prescott School.

Brooks Lyman moved to approve and accept the letter from Mark Haddad appointing Bruce Easom to the position of Project Manager for CPA Project # 2019-03. Bruce Easom seconded and the motion carried by unanimous vote.

ANNUAL BOARD REORGANIZATION

The Committee reorganized for the ensuing year as follows:

- o Daniel Emerson – Chairperson
- o Robert DeGroot – Vice Chairperson
- o Bruce Easom – Treasurer
- o Anna Eliot – Clerk

Robert DeGroot moved to nominate Daniel Emerson as Chairperson. Bruce Easom seconded and the motion carried by unanimous vote.

Bruce Easom moved to nominate Robert DeGroot as Vice Chairperson. Daniel Emerson seconded and the motion carried by unanimous vote.

Daniel Emerson moved to nominate Bruce Easom to continue as Treasurer. Brooks Lyman seconded and the motion carried by unanimous vote.

Bruce Easom moved to nominate Anna Eliot as Clerk. Robert DeGroot seconded and the motion carried by unanimous vote.

REVIEW PROJECT UPDATES IF ANY

PROJECT UPDATES – NATIONAL REGISTER FIRST PARISH CHURCH

Robert DeGroot informed Committee members that the final invoice payment due for the First Parish National Register Nomination CPA Project # 2018-07 is \$1,000. Per Town Accountant there is about \$880 remaining in CPA funds. The old meeting house has agreed to cover the difference.

PROJECT UPDATES – PRESCOTT SCHOOL RESTORATION FY18

Tom Delaney informed Committee members that crash bars for the Prescott School still needs to be installed. There is about \$15K remaining in CPA funds. Brief discussion ensued regarding functionality of this safety feature.

PROJECT UPDATES – JD POOR MURAL PRESERVATION

Daniel Emerson informed Committee members that the murals have been moved into the Groton Inn.

PROJECT UPDATES – CONSERVATION COMMISSION

The Conservation Administrator provided Committee members with a brief update on current projects including finishing up the second part of a land grant application for an 18-acre parcel in the Martins Pond area. Brief discussion ensued.

REVIEW CPC BUDGET

Bruce Easom confirmed that there have been no changes since budget updates provided at the last meeting.

OLD / NEW BUSINESS

PROJECT CLOSEOUTS

2017-05 FRIENDS OF PRESCOTT / PRESCOTT SCHOOL FIRE SUPPRESSION AND HANDICAP ACCESS UPGRADES

Bruce Easom provided brief overview of work completed for this project.

BOYNTON MEADOWS CPA PROJECT

Bruce Easom has been encouraged by Russ Harris to figure out what happened with Boynton Meadows CPA Project resulting in a \$412K loss. Committee members suggested that Mr. Easom speak with Town Manager first as there may still be litigation involved regarding this. If that is the case then the CPC would need to run anything by Town Counsel first.

Anna Eliot suggested meeting with the Affordable Housing Trust (AHT) first since they were initially handling the project. Robert DeGroot and Daniel Emerson agreed that was a great idea and a good starting point. The CPC may always invite the AHT to a second follow up meeting for more details if necessary. In the meantime, members should consider reviewing meeting minutes from when the applicant presented at the Town Meeting to see what was discussed.

Bruce Easom moved to request that a report be delivered or presented by the Affordable Housing Trust describing the Boynton Meadows CPA Project to date by July 22nd, 2019. Anna Eliot seconded and the motion carried by unanimous vote.

CPC BILLS

Committee members reviewed and signed three invoices: one was for the Housing Coordinator position, the second invoice was from Groton Electric Light for the Duck Pond Restoration and the third invoice was from Spencer, Sullivan & Vogt, Inc. for the final payment due for the First Parish National Register Nomination CPA Project # 2018-07.

Bruce Easom moved that the CPC transfer Community Housing funds in the amount of \$3,195.33 for the purposes of paying the health insurance and life insurance for Groton's Affordable Housing Coordinator. Anna Eliot seconded and the motion carried by unanimous vote.

MEETING MINUTES

Committee members reviewed minutes from May 13th, 2019.

Bruce Easom moved to approve the meeting minutes from Monday, May 13th, 2019. Robert DeGroot seconded and the motion carried by unanimous vote with Anna Eliot abstaining.

Brooks Lyman moved to adjourn the meeting at 8:18 PM. Bruce Easom seconded and the motion carried by unanimous vote.

Respectfully submitted by Sammie Kul, Inter-Departmental Assistant

APPROVED: JUNE 24, 2019
